

Appendix C, PERSONNEL EVALUATIONS CHECKLIST, to 1A Cir 1-201

UNIT EVALUATED: _____ DATE EVALUATED _____

INSPECTOR: _____ PHONE: _____

OVERALL RATING: MET STANDARDS NEEDS IMPROVEMENT

1. Does the unit have the following references?

a. Personnel Evaluation Update	YES	NO	NA
b. AR 623-105	YES	NO	NA

2. Does the unit have an effective evaluation report monitoring, tracking, and control system established to ensure rating chains receive advance notification of upcoming reports?	YES	NO	NA
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3. Noncommissioned Officer Evaluation Reports:

a. Are S1s preparing memorandums for personnel in grades SGT thru CSM being separated/reassigned without completed NCOER? (AR 623-205, figure E-5)	YES	NO	NA
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b. Are current (last quarter) official rating schemes posted within the unit to inform soldiers of their rating chain? (AR 623-205, para 1-4b (1) (a))	YES	NO	NA
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c. Is the unit meeting 98% standard for timely processing reports to EREC?	YES	NO	NA
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d. Does the unit receive memorandum from the MPD/PSB listing annual NCOERs 30-60 days prior to ending period? (AR 623-205, App E)	YES	NO	NA
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e. Does the unit maintain a suspense log (DA Form 5237R) to ensure NCOERs are processed and returned to the MPD/PSB in a timely manner? (AR 623-205, App E)	YES	NO	NA
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f. Is a copy of the current NCOER rating scheme being furnished to DCSPER, First Army as required? (Reports processed through HQs)	YES	NO	NA
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g. Does the unit notify the MPD/PSB of change of rater NCOER requirements resulting from local changes? (AR 623-205, App E)	YES	NO	NA
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h. Does the unit notify the MPD/PSB of duty status changes that affect evaluation reports? (AR 623-205, App E)	YES	NO	NA
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i. Are NCOERs suspended following receipt of memoranda and/or upon initiation of reports due to local changes? (AR 623-205, App E)	YES	NO	NA
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j. Does the unit have local procedures in place to ensure administrative review for accuracy and completeness prior to submission of reports to the MPD/PSB? (AR 623-205, App E)	YES	NO	NA
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4. Officer Evaluation Reports

a. Does the unit maintain a current officer rating scheme with an effective date? (AR 623-105, para 1-4e(1)(d))	YES	NO	NA
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b. Has a copy of the current officer rating scheme been forwarded to the rated officers, rating officials, and the MPD/PSB? (AR 623-105, App O)	YES	NO	NA
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c. Does the unit maintain an OER suspense log to ensure OERs are completed and returned to the MPD/PSB in a timely manner? (AR 623-105, App O)	YES	NO	NA
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d. Does the unit meet the standard of 98% on time to DA? (FORSCOM Memo, dated 25 Oct 94)	YES	NO	NA
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e. Are completed reports submitted to arrive at HQDA within 90 days after the ending day of the report? (AR 635-105, para 1-4)	YES	NO	NA
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f. Does the unit notify the MPD/PSB of requirements for change of rater, change of duty, and other types of reports? (AR 623-105, App O)	YES	NO	NA
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g. Is a copy of current OER rating scheme being furnished to DCSPER, First Army as required?	YES	NO	NA
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COMMENTS: _____
